

Our Mission: IHCDCA helps build strong communities by providing financial resources and assistance to qualified partners throughout the State of Indiana in their development efforts. A primary focus of IHCDCA is providing a continuum of housing from homelessness to homeownership, with a focus on low to moderate income Hoosiers.

IHCDCA

Director of Real Estate Development

To be considered for this position, applicants must:

E-mail a resume, cover letter, and a one to three page professional writing sample to Elyse Fenneman at EFenneman@spd.IN.gov and Matt Rayburn at MRayburn@ihcda.IN.gov with the title of the position in the e-mail subject line.

Additionally, candidates will also need to apply to job ID 584209 via the state's job bank at www.IN.gov/spd . To apply, click on:

- Employment Opportunities
- Apply Now
- Register now

The position offers a competitive salary, commensurate with relevant education and work experience. This position is housed in IHCDCA's Indianapolis headquarters and applications are being accepted until further notice.

Please see next page for job description.

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Job Expectations

Title	Director of Real Estate Development	Exempt
Reports to	Chief Real Estate Development Officer	Date last revised: March 2013
Supervises	Real Estate Production Manager, Underwriting and Closing Manager, Rental Housing Tax Credit Manager	
Summary	The Director of Real Estate Development contributes to fulfilling the IHCDCA mission and meeting strategic and annual IHCDCA operational and program goals by overseeing the processes and personnel of the department to ensure the federal and state resources are used to produce real estate that accomplishes IHCDCA priorities. As a member of the management team, takes the lead in identifying areas of efficiency in the department, promotes a customer service philosophy among employees, and demonstrates leadership in interacting with all constituents, both internal and external.	
Evaluation of performance	Performance will be evaluated based on achieving key outcomes described in this job description, including specific goals, deadlines, and other quality indicators; working effectively in a team environment; interacting positively with partners and demonstrating customer service; and working efficiently and effectively within required specifications, policies, and standards established by IHCDCA and its associated governing entities.	

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<p>Key outcomes expected</p>	<p>Coordinates daily activities of the department:</p> <ul style="list-style-type: none"> • Ensure quality standards are met in all aspects of application and allocation process for Federal and State funds, Rental Housing Tax Credits, and Multi-family Bond Volume. Ensure allocation is done in a manner that is compliant with Federal and State regulations. • Advise the Chief Real Estate Development Officer, Executive Director and other Officers regarding funding recommendations. • Prepare general correspondence including memos to IHCDCA Board of Directors and award notifications. • Coordinate and attend site visits for potential development sites within the state of Indiana. • Ensure IHCDCA INFO items are submitted on a monthly basis. Additionally, be proactive on developing items to be published in the IHCDCA INFO and RED Notices. • Perform other duties and responsibilities as assigned by Chief Real Estate Development Officer. <p>Participates and provides input in IHCDCA planning activities:</p> <ul style="list-style-type: none"> • Develop application and allocation procedures and policies via annual revision • Provides technical assistance to clients and partners: • Coordinate and attend informational meetings regarding the application and allocation process. • Represent IHCDCA on external committees as assigned by the Chief Real Estate Development Officer • Attend outside training & conferences as appropriate to stay updated on new regulations and procedures • Submit a weekly report. • Ensure the department is transparent with policy and procedures by releasing Department Notices to the public/partners. • Actively work with the other Real Estate Development staff in the preparation of departmental internal procedures manual. <p>Provide quality customer service with other professionals in departments & agencies, elected officials, development owners and management companies, tenants, and the general public</p> <p>Oversee all aspects of the Neighborhood Stabilization Program ("NSP") including but not limited to: technical assistance to all sub-recipients and their partners, compliance with NSP regulations and demonstrating this to external auditors, reporting to HUD on a quarterly basis all progress with regard to individual project achievements, reporting/tracking financial obligation and expenditure, management of Program Income (PI) to maximize additional units completed and ensure capture by IHCDCA at end of the program, preparing and completing the NSP program close-out with HUD, etc..</p>
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Key outcomes expected (cont'd)	<p>Effectively supervises others:</p> <ul style="list-style-type: none"> • Provide oversight to the Real Estate Production Manager, Underwriting and Closing Manager, Rental Housing Tax Credit Manager • Provide leadership to the department in all areas, including customer service, and professionalism. • Effectively perform all director/officer functions of interviewing, coaching, training, disciplining, and evaluating performance, according to IHCDCA practices. • Hold employees accountable for meeting goals and assignments and take appropriate steps when problems occur.
Critical skills, knowledge, and behaviors	<ul style="list-style-type: none"> • Demonstrates effective verbal and written communication skills. • Able to effectively communicate with a variety of individuals with diverse backgrounds, education, and economic levels. • Demonstrates strong presentation skills. Can facilitate both large and small group presentations. • Demonstrates customer service orientation. • Able to think logically and analytically. • Proactive in anticipating and alerting others to problems with projects or processes. • High detail orientation and accuracy. • Takes initiative and needs little supervision. • Able to prioritize, organize tasks and time, and follow up. • Performs responsibilities efficiently and timely. • Able to coordinate multiple requests and meet multiple deadlines. • Able to work well in a team environment and as part of a team. • Proficient in basic computer skills, i.e. Microsoft Word, Excel, Internet usage (e-mail). • Demonstrates proficiency in basic mathematics. • Demonstrates effective supervisory skills, including recruiting, teaching, coaching, mentoring, and disciplining. Able to guide others towards professional development in the industry. Can hold others accountable for performance.
Education, experience, degrees, licenses	<ul style="list-style-type: none"> • Bachelors degree in finance, accounting, business, public administration, planning, or real estate development preferred and 3-5 years relevant job experience in the field of real estate development, real estate finance, multifamily property management, or private sector housing. • Certified as a HOME Specialist • Certified as a LIHTC Specialist (C3P, HCCP, TaCCs, TCS, or NCP) • 2-3 years experience in compliance of federal and state programs
Work environment and physical demands	<p>Work is performed in an office environment.</p> <p>Must be able to work proficiently with computers and other office equipment.</p> <p>Required to visit off-site locations through the State of Indiana periodically throughout the year.</p>